

# **Idaho School for the Deaf and the Blind**

## **Policies and Procedures**

### **Section: 1100**

#### **Subsection: Loan of ISDB Resource Materials**

**Revised February 05**

#### **Reference:**

#### **Purpose:**

To establish accountability and tracking procedures for ISDB owned equipment on loan to either school district personnel or private individuals.

#### **Policy:**

All personnel shall follow prudent measures to safeguard ISDB resources loaned to either school district personnel or directly to Parents/Student households through the Outreach Program, or in various locations around the Residential Campus.

#### **Procedures:**

#### **Definition of Responsible Persons:**

- All employees of the state agency known as the Idaho School for the Deaf and the Blind (ISDB) will follow this policy at all times.
- The Directors of Special Education in school district's served by ISDB will serve as the official, single accountability point-of-contact (POC) for all district employees, unless another POC is named by the Superintendent of that district.

NOTE: This will be for primarily for annual inventory purposes and shall not restrict ISDB Outreach Staff and individual teachers from identifying and acting on specific needs of students.

- All school officials, teachers, teacher aides, and other persons who are individual hand receipt custodians of ISDB issued materials.
- Parents or guardians of students directly issued hand receipt custodianship of ISDB resource materials.

#### **Definition of materials, checkout & return procedures:**

- All ISDB materials and equipment are state owned property on loan through Regional Outreach Offices to School Districts, and/or individuals. Although custodianship may change hands, ownership does not.
- All materials will be carried on ISDB inventories by "T" Number with a sticker placed on the item itself. The last person with direct hand receipt responsibility shall maintain accountability at all times. The responsible person shall conduct an annual inventory of all listed materials and report results to the ISDB central media center. A joint inventory with the School District Special Education Director (SED) or ISDB Outreach Director will be completed before a teacher/custodian retires or terminates their employment. Annual inventory lists shall be co-signed by the SED and ISDB Outreach Director prior to submission to the ISDB media center.
- Hardware (including, but not limited to braille machines, tape recorders, CCTV sets, etc) will not have expiration dates and will be maintained on inventory lists until proper authority determines that its' life cycle utility is complete. All such equipment shall be properly disposed of in accordance with state of Idaho rules for surplus property.

# **Idaho School for the Deaf and the Blind**

## **Policies and Procedures**

### **Section: 1100**

#### **Subsection: Loan of ISDB Resource Materials**

**Revised February 05**

- Perishable/Consumable items that are expected to have a reasonably short life cycle will not be carried on inventory control lists.
- All ISDB Residential (Gooding) Campus Staff and Regional Office Staff will sign inventory lists indicating their accountability for all issued materials, as deemed appropriate by the Media Center Director.
- A copy of the hand receipt for inventoried materials going to any school district personnel should be passed to the Director of Special Education for tracking purposes. In the case of home schooled students or families making special custodial arrangements directly with and through the ISDB Regional Office, the Parents or Guardian shall sign a hand receipt.
- The responsible person with last custodian/hand receipt accountability accepts financial responsibility for damage, repair or replacement due to misuse, as determined by the ISDB media center director and/or ISDB administrators. Depreciation, if any, shall be determined by the ISDB media center and/or administrators on a case-by-case basis when items are reported missing, lost or stolen, or destroyed, or when returned for storage and re-issue.
- All questions regarding the meaning or intent of this policy should be addressed to the director of the ISDB media center at Gooding, ID.

---

Revised/Approved – February 2005

Harvey W. Lyter III, Interim Superintendent

(see attached Packing List / Hand Receipt forms)